

SEEK At Risk ADM Manual

Guidance and Verification Steps for Districts

**Authors: Samantha Engstrom, Division of District Support and
Brad Blunt - Office of Administration and Support**

4/24/2015

Contains beneficial information for the district on the SEEK At Risk ADM report: a brief definition, generating the report, verification steps, quality assurance checklist and frequently asked questions.

Version History

Author	Revision Date	Comments
Brad Blunt/Samantha Engstrom	4/24/2015	Original

Table of Contents

Overview	2
Definition	2
Report Generation	3
Sample Report.....	4
Verification Steps	4
Verification of Meal Status	5
Steps for Verifying Meal Status.....	5
Enrollment	6
Timeline.....	7
Frequently Asked Questions	7

Overview

This manual will provide a brief overview of the SEEK ADM At Risk report for use by school districts. Additional SEEK funding is given to students with a free meal/SES status dependent upon the length of enrollment in the district. Districts retain the responsibility to review the report for completeness and accuracy.

Definition

Under state statute a portion of the SEEK funding formula is set aside for students with a free meal/SES status in Infinite Campus. The applicable regulatory citation pertaining to SEEK at risk is 702 KAR 3:270:

- Section 1(1) "At-risk student amount" means 15% of the **per pupil guaranteed base funding amount calculated** pursuant to KRS 157.360 times the sum of the average daily membership of students **approved for free meals the prior fiscal year and the number of state agency children** served pursuant to KRS 158.135.
- Section 2(h) The prior year average daily membership of students approved for free lunch reported through the student information system.

A report has been developed in Infinite Campus to assist districts with reviewing the at risk students. The report displays a list of students who meet **all** of the following criteria:

- Students with an enrollment record in grades K-12 in the current school year;
- Students whose last meal/SES status determined within the current school year on the FRAM meal eligibility module shows a status of "free";
- Students who are not marked as "State Exclude" on the enrollment tab.

Report Generation

The report is located under KY State Reporting>KDE Reports>SEEK At Risk ADM. Please see Figure 1 below.

Year: 14-15 School: All Schools Calendar: All Calendars

Index Search Help < AT Risk Average Daily Membership

Seat Count By Section
Student Summary Report
Suspension Attendance Li
Growth Factor Submission
▼ KDE Reports
Benchmark Report
Calendar Summary
CIITS Job Category
CIITS Job Category Except
CIITS Roles
EOC Assessment
EOC Early Warning Report
Gifted and Talented Detail
Gifted Benchmark Report
KEES Audit
KEES Eligibility
Median Student Growth Pe
Median Student Growth Pe
Missing or Invalid Course :
Persistence To Graduation
PLP Intervention Data
Restraint or Seclusion 13-
Schedule Gap
SEEK At Risk ADM
SPED EOY Behavior Data

After you click the Generate Report button, please wait until the job is complete before creating another report. Running multiple reports at the same time could cause system latency issues for your district.

The report will calculate the "Average Daily Membership" of the Low Economic Indicator students from the FRAM Eligibility.

Choose the start date and end date of your choice.

For best results choose the first day of attendance and the last school day of the previous month for an accurate count.

For End of Year Report, leave dates blank to run for complete school year.

Select a start date (Format: mm/dd/yyyy) Select an ending date (Format: mm/dd/yyyy)

PDF ▼

Generate Report

Figure 1: SEEK At Risk ADM Report Interface

Ensure that you are under "All Schools" in the calendar dropdown list within Campus to obtain the report districtwide. To generate the report for the entire school year leave the start date field and ending date field blank.

The report can be generated in either a PDF or CSV (i.e., Excel) format.

Sample Report

The report is organized by school within the district.

4/20/2015

Date report generated

Average Daily Membership for *At Risk Students

Date Selection: 7/01/2014 to 6/30/2015

Calculation: Enrolled Instructional Days divided by Instructional Days from Calendar

<u>District Name/</u>	<u>Student</u>	<u>Student Name</u>	<u>Grade</u>	<u>Instructiona</u>	<u>Enroll</u>	<u>Enroll</u>	<u>Enrolled</u>	<u>SEEK</u>
<u>School Name</u>	<u>SSID</u>			<u>I Days from</u>	<u>Start</u>	<u>End</u>	<u>Instructiona</u>	<u>AtRisk</u>
				<u>Calendar</u>	<u>Date</u>	<u>Date</u>	<u>I Days</u>	<u>ADM</u>
<u>County</u>	List of students who qualify for SEEK At Risk ADM							
<u>School Name</u>								
	<u>SCHOOL</u>							
	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014		168	1.000
	2120		00	168	8/13/2014		168	1.000

Figure 2: SEEK At Risk ADM Report (Details)

To obtain the total ADM view the final page in the report.

District Totals: **Count of Students:** **459** **386.924**

If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.

This report reflects the student ADM for SEEK Funding and does not include any preschool students.

Figure 3: SEEK At Risk ADM Report (Summary)

Verification Steps

The report is primarily composed of two data elements:

- Student enrollment
- Meal/SES status¹

Verifying both fields is important. However, the focus will be on meal/SES status since a record won't appear on the report unless the latest meal/SES record is free – and this is the most common problem that affects the report.

¹ Meal/SES status will be used interchangeably in this manual. The socioeconomic status (SES) is used within Community Eligibility Provision districts.

Verification of Meal Status

The default student meal/SES status is “paid”. Any other status must be assigned to each student. The source of the meal/SES status that feeds into the SEEK At Risk ADM report varies based on participation in the Community Eligibility Provision (CEP), which provides meals at no charge to students.

The CEP schools collect a socioeconomic status (SES) through a Household Income Form (HIF). The SES status of free/reduced/paid is determined in accordance with the USDA income guidelines. Processing is done within Infinite Campus.

For the non-CEP schools the food service director processes the forms in the point-of-sale (POS) system and then shared with Infinite Campus through a regular data transfer process. Matching on student is done by state student identifier (SSID). Errors can occur through mismatches on SSID, POS and IC not communicating, problems with the IC data mapping, etc.: districts should check the proper functioning of the data synchronization between the POS and Campus.

Non-IC POS Districts – Responsibility for Meal/SES Status

School Designation	Form	Responsible Party	Status	Originating System
Non-CEP School	Household application	Food Service Director	Meal	Food Service POS System
CEP School	Household Income Form (HIF)	FRAM Coordinator	SES	Infinite Campus

Districts can take several steps toward verifying the accuracy of the meal/SES status. The steps taken are dependent on the district’s level of CEP participation: full, partial or none.

Steps for Verifying Meal Status

The FRAM Eligibility report in Infinite Campus (FRAM>Reports>Eligibility) displays a student count of meal/SES status by eligibility type.

14-15 Buchanan Elem School 4321 109th Ave NE, Blaine KY 55449 Generated on 04/20/2015 04:47:07 PM Page 1 of 128	Eligibility Report Day: 04/20/2015 Grade: All Multiple Schools Selected
--	---

Summary for Eligibility Type: Meal				
Type	Free	Reduced	Paid	Total
Direct Source				
Foster	39	0	0	39
Head Start	0	0	0	0
Homeless	0	0	0	0
Medicaid	455	0	0	455
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	0
SNAP	2278	0	0	2278
TANF	0	0	0	0
Non-Direct Source				
Income	138	143	316	597
Categorical	49	0	0	49
Override	0	0	0	0
Runaway	0	0	0	0
Foster	3	0	0	3
Migrant	0	0	0	0
Head Start	0	0	0	0
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	0	0
Denied	0	0	1	1
Did Not Apply	0	1	130	131
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	0	0
Total	2962	144	1383	4489

The following steps should be done for verification of meal/SES status in the district:

1. Generate the FRAM Eligibility report (FRAM>Reports>Eligibility).
 - a. Set the following parameters:
 - i. **School Year:** Choose the current year (default)
 - ii. **Summary Type:** Daily
 - iii. **Date:** Must be between the first day and last day of school for students
 - iv. **Eligibility Type:** Meal (include SES as well if you are using IC POS)
 - v. **Eligibility:** Free
 - vi. **Eligibility Certified Type:** All
 - vii. **Grades:** 00-14
 - viii. **Observe State Exclude:** Marked
 - ix. **(Optional) – Include Detail:** Marked
 - x. **Show Only Latest Eligibility:** Marked
 - xi. **Calendars:** Choose applicable calendars
 - b. *(Non-CEP Districts/Schools)* Compare the free student counts on the FRAM Eligibility report against your POS system for non-CEP schools, 2) for the CEP schools you can compare the free percentage against the prior year.

Enrollment

Districts can spot check enrollments, especially those students who have an ADM less than 1. Ensure that the correct start/end dates are entered.

Timeline

Activity	Early May	Mid-June	End of June	Comments
Preliminary Verification				Validation and clean- up of data by districts
Final Verification				Final review by district
Data Pull				Data extracted by KDE on last business day in June

Districts should be aware of the timeline involved with SEEK At Risk ADM verification. Preliminary numbers will be shared with the district's DPP for verification. The prior year's SEEK At Risk ADM will be shared for districts to compare their numbers to.

In mid-June the district will receive the final SEEK At Risk ADM numbers. The district will need to confirm the accuracy of the final SEEK At Risk ADM number with KDE. The email sent with the final number will provide instructions on certifying the report data.

Frequently Asked Questions

What should I be verifying?

When you receive the preliminary SEEK At Risk ADM report you will want to verify that the number appears reasonable as compared to what is in Campus. You'll also want to compare what your current year's number is against the prior year. Use the steps shown above to verify the accuracy of your current SEEK At Risk ADM.

The number of free students appears low for a school. What should I do?

Run the POS student roster for that school for all who have a free meal status and check each name against the SEEK At Risk ADM report. If a student does not appear on the report then investigate further: check that a free meal status record is in FRAM.

I found issues after the June 30th deadline. What should I do to correct my numbers?

Issues found should be immediately reported to Samantha Engstrom or Chay Ritter.

Who should I contact if I have any questions?

Please contact Samantha Engstrom at (502) 564-5625